

ADMINISTRATIVE ASSISTANT REPORT

July 2013

07/22/13

1. FINANCIALS:

- a. The auditors have sent the draft audit report and adjusting entries for the year ending 12/31/2012.
 1. Some of the audit report hinge on the BBTP expenditures breakdown that Keith & I will be working on.
 2. As in the past, the Auditors need a Discussion & Analysis letter/report from the Town, based on the audit & year-end financials. This provides an overview and a comparison, by the Town, of the Town's financial activities for the previous year.
 - I've asked Glenn if he would be able to assist me to put together a better report that would be easily understood by John & Jane Q Public. As soon we draft it, I'll present it to the Town Board for your review and approval.
- b. 2nd quarter-end Payroll reports & Sales tax report are being done (all are due by July 31st) and will be submitted to the IRS, WI Dept of Revenue (WI DOR) & WI Dept. of Workforce.
- c. The misc. billings and the County H billing for the first half of 2013 will be done shortly.
- d. I've tried to schedule out the Big Bay Town Park expenditures and expected expenditure items, as well as lay out reports for Keith to review and assign BBTP costs to which project and/or grant. Keith & I plan to meet on Tuesday morning to start reviewing this.

2. MISCELLANEOUS:

- a. With the start of the summer season, the Town Hall has become very busy with all the various phone calls, people stopping in, requests for general information or paperwork, copying & fax sending, notarizing, looking for family historic documents, etc.
- b. Thank you for granting an extension for Waggie & I to use our 2012 vacation. I plan to be out of the office most of the entire next week and then will try to take a week off in August.

3. TAXES:

- a. The final tax collection (2012 payable in 2013) settlement with Ashland County will be August 20th when Ashland County pays the remaining Real Estate taxes due to the Town.
 1. This is normally the time that the budgeted transfers into Designated Funds are done. This year, only one designated fund transfer (\$2,000 for Fire Dept. Truck Replacement Fund) was approved at budget time. However, quite a few transfers FROM the Designated Funds into the General Fund were budgeted (approx. \$107,000). I don't plan to do those transfers until later in the year unless the Town's cash position requires them to be done sooner.
- b. The 2013 Assessment Roll has been picked up from Ashland County and is at the Town Hall for viewing. Just a reminder to all:
Open Book and Board of Review are scheduled for Tuesday, August 6th
 1. Several calls have come in regarding filing an objection to property values. Anyone who wishes to file an objection, etc. must give notice to the clerk and Patty has been speaking to those who call to inquire about BOR. Patty has printed out the 2013 BOR guides & procedures for everyone, as well as the various objection forms.

Respectfully submitted,

Barb Nelson
Administrative Assistant